Culture Lab
Newcastle **INDUCTION PACK**

Culture Lab Radio

http://culturelabradio.ncl.ac.uk/

GROUND RULES

1. **ALL** shows must be booked in advance via Neil.
You can view the current schedule at:

http://culturelabradio.ncl.ac.uk/

2. **No eating or drinking** in the Radio Studio... even coffee!

3. **Do not leave litter** in the Radio Studio.
Leave them as you would expect to find them: Tidy, neat and ready to use!

4. Please **switch the lights out** when you are not in the room!

5. **Under no circumstances unplug or re-patch any cables**
unless you have permission and/or supervision from a technician

6. **All tracks you play must be logged** on the sheets provided in the studio.

This is to conform with the terms of our licence – if we don't do it we could be shut down!

Welcome!

http://culturelabradio.ncl.ac.uk/

Since its inception in mid-2010, Culture Lab Radio has cemented itself at the heart of the Culture Lab community. We're averaging over 15,000 hits per month on the audio stream (the figure for the website is much greater) and transferring around 80Gb of audio to around 500 unique listeners per month. We've been at the heart of research activities by Tuck Leong and Ulf Stoffels amongst others as well as showcasing creative practice from across the University. We've relayed remote broadcasts from Fenham to Singapore to Edinburgh to British Columbia.

Whether you want to use your time on the station for research purposes or just for fun, we hope that this document will get you started and help you to make the most of the facilities. We are fully licensed for internet broadcasting, so you can play any commercial recording – but please log your tracks on the sheets provided.

Staff

If you are experiencing technical difficulties that are not covered in this document, the following staff are here to help:

Neil Davidson Culture Lab Technician
Tel: 0191 246 4648, email: neil.davidson@ncl.ac.uk

Dawn Pinkerton Culture Lab Receptionist and Facilities Co-ordinator
email: dawn.pinkerton@ncl.ac.uk

Access and Security

Access to the building is granted using your University smartcard. Do not allow other people to enter behind you (tailgating) especially if you do not know them.

The building is available 24 hours a day to those with Smartcards.

Guests who are not affiliated with the University are required to be accompanied by a member of staff or a student at all times.

Health & Safety

Fire exits

You should spend a little time getting to know your way around Culture Lab so that you can find your way out in case of an emergency.

Fire exits are at the front and rear of the building on the ground floor.

The closest exit to the Radio Studio is down to the very bottom of the stairs and left through the Fire Exit doors.

If you have any concerns about safety in the building please raise them with a member of staff.

Sound Levels

Using amplification at extreme volume levels can seriously damage your ears, not to mention equipment! It is recommended that you keep volume levels low. Please be aware of others that you may disturb with excessive volume - including our neighbours! Anyone deemed to be creating excessive sound levels will be asked to turn down.

Housekeeping

You should not eat or drink in any of the rooms in Culture Lab except for the kitchen on the ground floor. Bins and recycling are provided on the first floor landing and in the kitchen. If you generate any waste in any of the other rooms, please bring it to the bins in these areas.

The Radio Studio contains all the equipment you should need and it lives there permanently. However if you need any additional equipment you will need to check it out in advance from Reception or the Technicians. Please return the room to the state that you found it in and check that all permanent equipment is present and correct before you finish your show. If you find the room to be untidy or there is any equipment missing or faulty then please report it immediately to a member of staff in Space 1 or Workshop 2.

Hardware available

- **Playout Computer**: iMac (Snow Leopard) 2.5Ghz Intel Core i5 (4GB DDR3 RAM)
- **Analogue Broadcast Mixer**: Allen & Heath XB14
- **Main Presenter microphone**: Audio Technica AT4033
- **CD Player**: Tascam CD-01U
- **Turntable**: Technics SL-1210
- **Digital DJ Console**: Hercules DJ Console mk4

Software available

- **MegaSeg 5 Pro v5.6.1**
- **Mixxx 1.9.1**
- **VLC 1.1.10.1**
- **iTunes 10.3.1**
- **Spotify**
- **Tweetdeck**

The server (and what happens when there's no live show)

Our new server runs LiquidSoap, which handles the station when there's no one in doing a live show. There are only a couple of things you'll need to know, which may be different from the way you've done things recently.

Most importantly:

- **Turn the 'Main Out' fader all the way down when you're done!**

The server can detect periods of silence, and will automatically switch to playing an automated playlist when it detects more than 5 seconds of silence.

But...

- **Be careful - don't have more than 5 seconds of silence in your show or the automation will kick in!**

You can always monitor what's going out by pressing the 'Ext Mon' button if you are unsure – see instructions below.

Note : The 'Main Out' fader should be all the way up when you're doing your show.

Doing your show

1. Using Your Own Laptop/Mp3 player

- Plug in the provided 3.5mm jack to your sound source
- Make sure the **ST1/ST2 toggle button** is pressed so that the light next to **ST2** is lit
- Make sure the ON button is lit on the **ST1** channel strip
- You can preview a source through the headphones and studio speakers without it going out on the air, by pressing the PFL button
- Bring up the fader to start broadcasting
- Do yo' fing, bruvva

2. Using the Studio iMac

- Make sure the ON button is lit on the **ST4** channel strip
- Choose the application you wish to use and get a track ready
- You can preview a track through the headphones and studio speakers without it going out on the air, by pressing the PFL button
- Bring up the fader to start broadcasting

Remember: Whatever plays through the computer will go out on air when the fader is up, so be careful not to trigger sounds when browsing or checking your email!

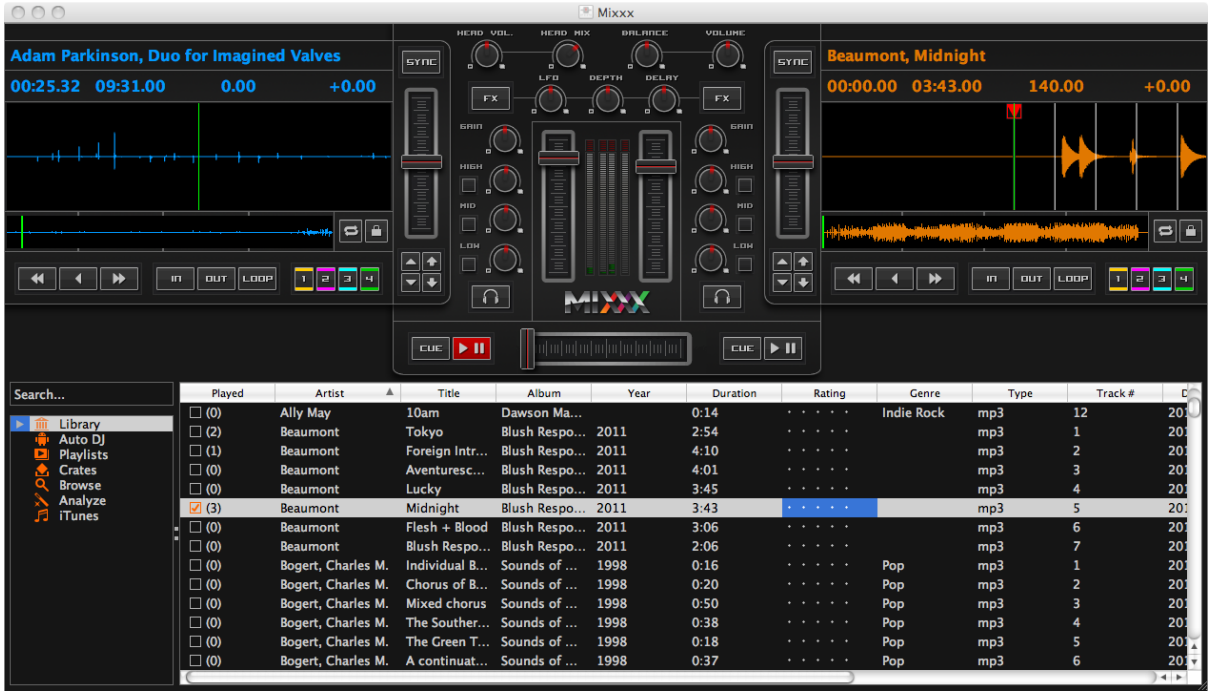
3. Using the CD Player

- Make sure the ON button is lit on the **ST2** channel strip
- Insert a disc into the CD player and get a track ready
- You can preview a track through the headphones and studio speakers without it going out on the air, by pressing the PFL button
- Bring up the fader and press play to start broadcasting

4. Using the Hercules DJ Console mk4 and Mixxx

The Hercules DJ Console is a flexible DJing tool, used in conjunction with the studio iMac and some software which can interpret its buttons and wheel commands and manipulate the output of digital music tracks.

The software we use is the open source DJing tool Mixxx (http://www.mixxx.org/)


Mixxx
Adam Parkinson, Duo for Imagined Valves
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Beaumont, Midnight
00:00.00 03:43.00 140.00 +0.00
SYNC
FX
CUE
MIXXX
Search...
Library
Auto DJ
Playlists
Crates
Browse
Analyze
iTunes
Played Artist Title Album Year Duration Rating Genre Type Track #
(0) Ally May 10am Dawson Ma... 0:14 Indie Rock mp3 12
(2) Beaumont Tokyo Blush Respo... 2011 2:54 mp3 1
(1) Beaumont Foreign Intr... Blush Respo... 2011 4:10 mp3 2
(0) Beaumont Aventuresc... Blush Respo... 2011 4:01 mp3 3
(0) Beaumont Lucky Blush Respo... 2011 3:45 mp3 4
(3) Beaumont Midnight Blush Respo... 2011 3:43 mp3 5
(0) Beaumont Flesh + Blood Blush Respo... 2011 3:06 mp3 6
(0) Beaumont Blush Respo... Blush Respo... 2011 2:06 mp3 7
(0) Bogert, Charles M. Individual B... Sounds of ... 1998 0:16 Pop mp3 1
(0) Bogert, Charles M. Chorus of B... Sounds of ... 1998 0:20 Pop mp3 2
(0) Bogert, Charles M. Mixed chorus Sounds of ... 1998 0:50 Pop mp3 3
(0) Bogert, Charles M. The Souther... Sounds of ... 1998 0:38 Pop mp3 4
(0) Bogert, Charles M. The Green T... Sounds of ... 1998 0:18 Pop mp3 5
(0) Bogert, Charles M. A continuat... Sounds of ... 1998 0:37 Pop mp3 6

We could write an entire manual on this software but here are a few basic tips

- The main output of your mix goes through the **Studio iMac**, so use this fader on the studio mixer.
- You can send only deck A or only deck B by using the labelled faders on the main studio mixer. This plays that deck regardless of the position of the Hercules' crossfader. This can be especially useful for cueing up the next track – just press the PFL button.
- Most of the buttons on the Hercules console should be self-explanatory, but check out the manual if you are unsure: http://ts.hercules.com/download/sound/manuals/Mk4/DJ_Console_Mk4_ENG.pdf

Monitoring the stream

You can check what is going out on the air by pressing the

EXT MON button

Under CRM+Phones Selection on the left hand side

(not the Guest Phones buttons on the right)

This will let you hear what's going out (although this is always a good few seconds behind what you are playing or saying, due to the time it takes to encode and stream)

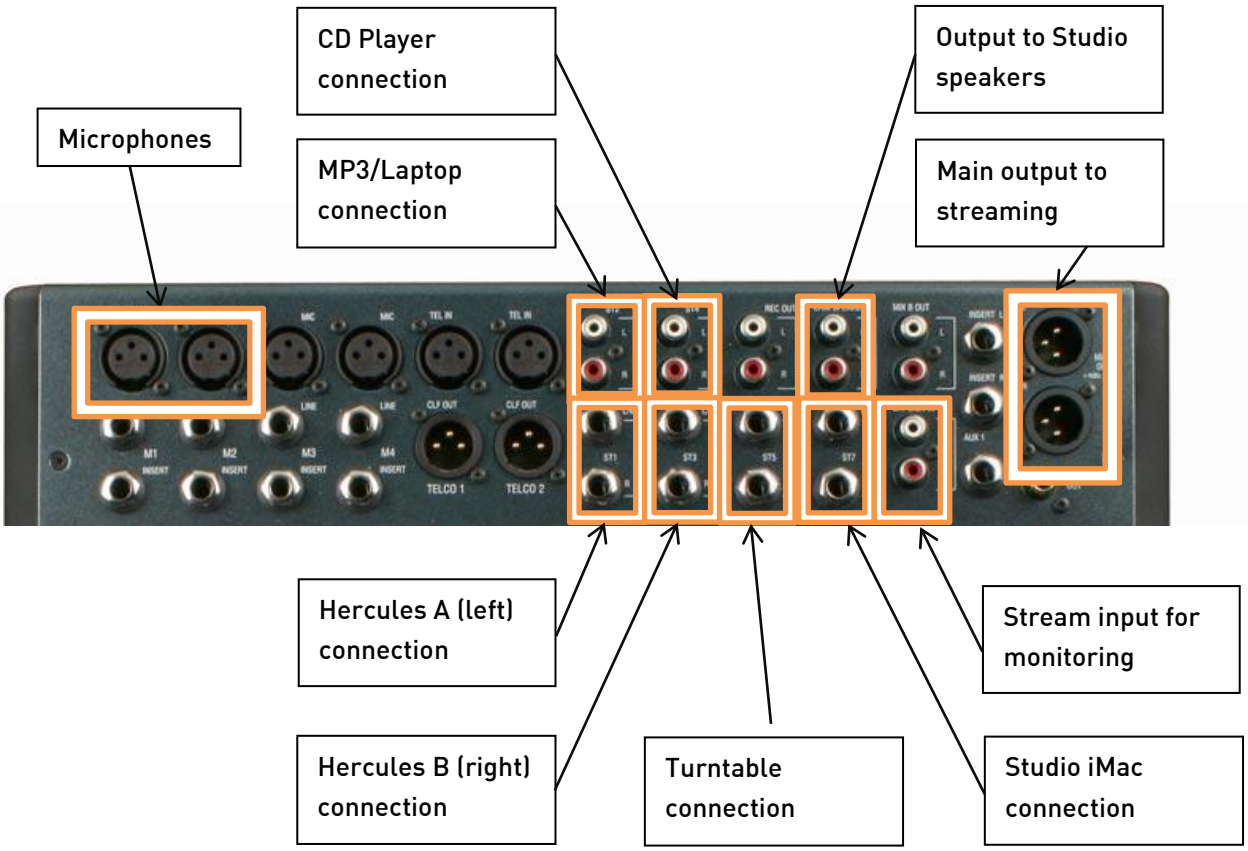
When you are starting your show do not rely on this to cue your first track or start speaking as your listeners will hear you start a few seconds after you mean to.

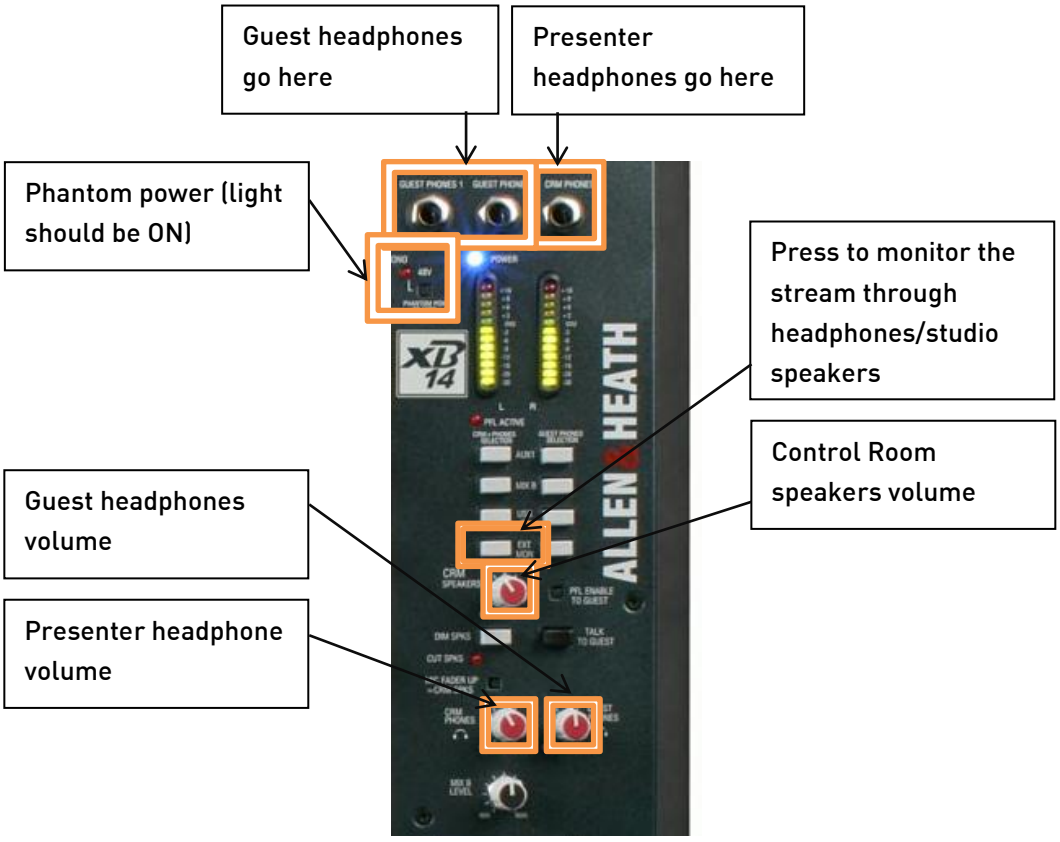
Troubleshooting the Main Mixer

Things to check if you're having problems:

- ON button lit on the channel you are trying to play?
- Main Out fader up?
- Are any of the PFL buttons pressed?
- Is the channel you are using one of the switchable ones, and if so, is it switched to the correct one?
- Check the connection diagram below and make sure everything is plugged in correctly

The Mixer - connections and buttons





Automatic Show Recordings

Every live show is automatically recorded by the server. As soon as you're finished your show and you've checked that the stream has switched to the automatic playlist, you can open up the LiveArchive folder on the desktop. Inside you'll find the most recent recordings, grouped by date. You can then copy the recording of your show onto a USB stick and take it away with you.

Remote streaming

Remote streaming is possible, and can be achieved without needing someone else in the Radio Studio to do anything. You'll need a computer, a microphone, some music and a way of mixing those together and sending them to our Icecast server over the internet.

We've tested using a Mac with Soundflower (from http://cycling74.com/products/soundflower/) and Ladiocast (http://blog.kawauso.com/kawauso/macladiocast/)

You'll need to let us know in advance that you want to do your show from a remote location and we'll help you set up and test your connection. Email k.l.chen@ncl.ac.uk or neil.davidson@ncl.ac.uk

Social Media

Tweetdeck is provided on the studio iMac so that you can interact with your listeners. Encourage them to tweet @culturelabradio and feel free to use the account to send replies.

We also have a Facebook page at www.facebook.com/culturelabradio which you can direct listeners to, as well as post on, to help spread the word about your show.

If you would like to contribute to the Culture Lab Radio blog at http://culturelabradio.blogspot.com/ then get in touch!

Other Ways To Get Involved

We're always looking for people to help run the station. If you are interested in:

- Publicity/marketing
- Technical/server/streaming/coding aspects
- Scheduling/DJ marshalling
- Web design

...then get in touch!

Finally…

Please re-read the GROUND RULES (page 1) and abide by them at all times!

Feedback can be sent to culturelabradio@ncl.ac.uk